



COVID-19 Safety Plan



The Stonefields team is hard at work continuing to deliver our signature Stonefields Experience for all couples and guests who are being affected by this unprecedented time in our shared history. We want you to know that we are here, we are listening, and our couples and their guests remain our top priority.

We are closely monitoring the public health crisis to continue to ensure the safety of our guests, our team and our community. Your health and well-being are top of mind as we strictly follow all recommendations from Health Canada and the Leeds Grenville and Lanark District Health Unit.

Here is our safety plan that outlines the precautions that the entire Stonefields team will follow to ensure the safety of you, your guests, and vendors, before, during, and after your event.

Leading Up to Your Event

- Steve (Chief Operations Officer) will look at our local health unit website daily and will be in contact with our health unit as needed.
- Steve will stay up to date on all requirements and regulations that are in place to safely host events.
- All staff who find any relevant information in the news will send it via email to Steve so he can review.
- Stonefields will post the safety plan in a visible spot for all staff to see and will update and highlight any changes weekly.
- Holly (Event Manager) will train staff on how to properly use disinfecting products, how often workstations need to be cleaned, and ensure all staff know how to properly wear personal protective equipment (PPE).
- All appropriate PPE will be provided to staff from Stonefields.
- Angela (Event Administrator) is responsible for maintaining all staff contact information. It is a staff responsibility to contact Angela and update this information immediately should it change for any reason.
- Steve/Holly to ensure all proper signage is posted in relevant locations (i.e. designated entrances and exits, screening tool, mask required)
- Stonefields staff will be properly trained in a session from Steve and Holly prior to working their first event. Training will include proper communication and procedures as well as correct usage and disposal of PPE. The training will be based off the information researched by Steve from our local public health unit.
- Stonefields will ensure it has all appropriate PPE on site for the staff to operate safely. The PPE being offered to staff is under the recommendations of our local health unit.
- James (Executive Chef) will ensure all safety protocols are managed properly between the kitchen and kitchen staff.
- Steve will ensure that all cleaning products are effective at killing the COVID-19 virus.
- Stonefields is providing the opportunity to utilize a 40' x 80' tent as an outdoor option for our couples and their guests.
- All eligible staff will be getting vaccinated as soon as they are able



Rehearsals

- Guest waivers and self-assessment forms will be filled out on-site prior to the beginning of the rehearsal.
- Melissa or Erin (Day-of Coordinators) will ensure these forms are available and filled out properly with full name and phone number.
- Melissa or Erin will verbally confirm with guests at the rehearsal that they are aware of, and understand, the current COVID-19 protocols.

On Your Event Day: Set -up

- Steve/Holly will remind the team of all COVID-19 protocols at the team meeting that occurs at each event. Staff will also be updated about any changes to rules.

- Steve/Melissa/Erin are responsible for communicating COVID-19 protocol to the set-up crew and ensuring correct usage of PPE.

- Managers will ensure that staff on site have completed the required daily staff screening.

- Staff will ensure hand sanitizer is available to guests and staff at the entrances and exits of all spaces.

- Upon arrival for shift, each team member is responsible to screen themselves daily with the screening tool provided in staff area. This self-assessment will confirm that they do not have any COVID-19 symptoms and they have not been around anyone experiencing symptoms in the past 14 days.

- Stonefields management (Steve, Holly, Melissa, and Erin) will communicate with incoming vendors of the current COVID-19 protocols and procedures suggested by our public health unit.

- The bathroom ventilation will remain on throughout the event to maximize the flow of clean air.



On Your Event Day: Wedding Party Prep (WPP)

- While getting ready, you and your bridal party are expected to follow all indoor rules at the time of your wedding. Stonefields staff will help where needed.
- We will maximize the air flow in these spaces (i.e. open windows, weather permitting). Our AC systems will also help with air flow.
- Jacob (Estate Manager) will coordinate the maintenance and handling of all HVAC systems to ensure highest quality air flow.
- The wedding coordinator will minimize contact with your group. They will be available via cell phone (text or call) for any needs during set up. This contact number will be located in the WPP spaces.
- In order to minimize staff traffic throughout these spaces, no other staff will be entering these spaces unless deemed essential.

On Your Event Day: When Guests Arrive

- Stonefields will provide a Welcome Station to ensure guests and vendors are filling out/handing in screening waivers. The waivers outline that Stonefields is following correct health procedures recommended by our health unit and your guests are acknowledging they are safe to attend the event.
- The waiver is to ensure that your guests and vendors are aware of the current health guidelines being recommended and restrictions that have been put in place due to a global pandemic. It confirms that they are attending this event knowing all the safety protocols taking place and that they do not have any COVID-related symptoms, have not received a positive test, or been in close contact with someone that has.
- Stonefields staff will ensure safe and proper seating for ceremony, cocktail hour, and dinner/reception (if applicable).
- Event manager will communicate with the MC of the event and inform them of all the current COVID-19 protocol that we will be following for the entirety of the event. Stonefields will ask your MC to verbally notify guests on procedures during their MC duties.
- Touch point cleaning will occur regularly throughout your event.



Ceremonies

- We will ensure proper distancing of our seating at both our ceremony locations.
- A hostess will be seating guests according to a seating chart provided by the Bride and Groom. This will ensure guests are safely distanced throughout the ceremony.
- Stonefields will provide hand sanitizer at the designated ceremony location.
- For our indoor ceremony site, we will open all the windows (weather permitting) and have HVAC system on to maximize fresh air flow.
- All guests must adhere to indoor space regulations relating to public places.

Cocktail Hour

- Our outdoor cocktail hour space allows us to socially distance guests.
- A Stonefields hostess will be showing guests to their designated cocktail hour table based off the seating chart made by Bride and Groom.
- Throughout cocktail hour, all staff will be adhering to the correct PPE requirements when food and beverages are being served.
- A Stonefields server will be facilitating your guests' beverage orders at their assigned seating or tables
- Each socially distanced group will receive their own charcuterie platter to reduce the chance of exposure between groups.



Receptions in Tent

All points under RECEPTIONS in LOFT, plus:

- At a minimum, 50% of walls will be removed to maximize fresh air flow.

Receptions in Loft

- All staff, while serving food or beverages, will be required to wear a medical face mask and shield/eye protection to ensure safety of guests and staff.
- All guests must adhere to indoor space regulations relating to public places.
- Staff will use proper PPE throughout the event unless using outdoor break zone at designated times, or when eating/drinking.
- The entire serving team will be washing their hands with soap and water frequently, including in-between each course that is served to guests.
- Guests will sit according to a seating chart that adheres to the most current restrictions.
- Stonefields will be responsible for ensuring buffet-style stations (coffee, tea, dessert, water, wedding cake) are provided safely for guests. This means guests will receive individual table service for these items.
- Stonefields servers and bartenders will be providing beverage service to seated guests via table service during and in between meal courses.
- The 20-foot hood vent in the kitchen will remain on throughout the duration of every event – this will maximize the amount of clean air coming into the building. The hood vent in our kitchen replaces 5,000 cubic feet per minute. Our HVAC and AC systems will also help with air flow.

Kitchen & Staff

The kitchen at Stonefields adjusts standard operation procedures to reflect the guidelines submitted by our local health unit. In efforts to continually exceed the standard of safety of both our employees and our guests; the kitchen provides the following:

- Hourly disinfectant to high traffic areas
- Alternating employee schedule(s) to limit quantity of staff in kitchen at all times
- Physically distanced Individual prep stations
- Contactless deliveries by Vendors
- Personal Protection Equipment (PPE) during production
- Extra PPE and sanitation supplies in Reserve

Safety without compromising the comfort of everyone participating up to and during your event is our main goal.

Overnight Accommodations

- Stonefields will be allowing guests to use the overnight accommodation within the regulations and rules outlined by our local public health unit.
- Stonefields will provide a continental breakfast, if allowed at the time of your event.

If someone displays COVID-19 symptoms during an event:

- Team Member to inform Steve/Holly.
- We will contact the health department as soon as possible.
- For any life-threatening symptoms, we will call 911.
- Will provide a private safe place for individual (Settler's Cabin)
- Will socially distance until that guest is able to be transported to the hospital or back to their residence.
- We will reduce to one staff member communicating (while completely socially distant) with the potentially effected guest and they will wear full PPE.
- If a staff member shows symptoms during an event
 - o Must inform Steve immediately.
 - o Will be escorted out of the building and off the property as quick as possible. Until transported off property, the potentially infected team member will remain in isolation zone.
 - o Staff member is to contact their doctor or telehealth and follow the instructions given.
 - o Steve will ensure all team members will be informed of any relevant staff information.

Changes Due to COVID-19

- Stonefields is providing PPE (face shields, eye protection, masks) for all staff.
- Increased cleaning of all our spaces throughout the week and during events.
- Screening all persons who come on to the property (staff, guests, vendors).
- Dedicated staff and guest entry/exit doors.
- Posted appropriate signage.
- Isolated urinals and sinks in bathrooms to be able to be used safely by guests.
- Have appropriate hand sanitizer and soap available abundantly in all spaces used by team members and guests.
- Have given our staff thorough training on proper cleaning and COVID-19 procedures.
- We have re-worked space to allow for maximum social distancing.
- Any changes to guidelines and restrictions will be the responsibility of Steve to manage and make appropriate changes and inform all staff.
- Closing time will adhere to the most recent guidelines, or earlier, per Stonefields discretion for safety purposes